



Agenda
City of Charlevoix Election Commission Meeting
Tuesday, February 10, 2026 - 9:00 AM
City Hall

- 1. Call to Order**
- 2. Roll Call**
- 3. New Business**
 - A. Approval of Minutes from October 7, 2025
 - B. Consolidation of Election Precincts for May 5, 2026 Special Election
Sarah Dvoracek, City Clerk
 - C. Motion to approve the Clerk to approve the minutes, according to *Roberts Rules of Order*
- 4. Public Comment**
- 5. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix Election Commission

New Business

Title: Approval of Minutes from October 7, 2025

Date: February 10, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1.	2025.10.07 EC DRAFT
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City of Charlevoix
Election Commission Meeting Minutes
Tuesday, October 7, 2025 - 9:00 AM
City Hall

1. Call to Order

The meeting was called to order at 9:00 a.m. by Clerk Dvoracek.

2. Roll Call

Members Present: Sarah Dvoracek, City Clerk; Joe Lavender, City Assessor; Ginny Schulz, Deputy Clerk

Members Absent: Scott Howard, City Attorney

3. Consent Agenda

Clerk Dvoracek answered questions about the schedule of election inspectors and the makeup of the Election Commission.

Motion by Lavender, seconded by Schulz to approve the consent agenda as presented.

Yeas: Lavender, Dvoracek, Schultz

Nays: None

Absent: Howard

Motion carried.

A. Approval of Minutes from April 8, 2025

Motion to approve the minutes as presented.

B. Approval of Ballots

Motion to approve the proof ballots.

C. Appointment of Precinct Election Inspectors

Motion to approve the appointment of precinct election inspectors as presented.

D. Public Accuracy Test for the Special Election

Motion to accept the results of the Public Accuracy Test for the November 4, 2025 Election.

Motion to appoint Deputy Clerk Schulz as City Assessor Lavender's designee to assist with administration of the public accuracy test.

E. Adoption of Resolution Outlining Delegated Duties

Motion by Lavender, seconded Schulz to adopt Resolution Outlining Delegated Duties for the General Election to be held Tuesday, November 4, 2025.

**CITY OF CHARLEVOIX ELECTION COMMISSION
RESOLUTION OF THE CITY ELECTION COMMISSION DELEGATING ELECTION DUTIES TO THE
CITY CLERK OR AN AUTHORIZED ASSISTANT**

WHEREAS, it is the duty of the City Election Commission to prepare meeting minutes for the City Election Commission; and

WHEREAS, it is the duty of the City Election Commission to provide notice to voters in case of precinct changes or consolidations; and

WHEREAS, it is the duty of the City Election Commission to provide election supplies and ballot containers; and

WHEREAS, it is the duty of the City Election Commission to perform preliminary logic and accuracy testing; and

WHEREAS, it is the duty of the City Election Commission to notify major political parties of certified precinct inspector appointments (federal and state elections only); and

WHEREAS, the City Election Commission may delegate these duties to the City Clerk or an authorized assistant; and

NOW THEREFORE BE IT RESOLVED that the outlined duties of the City Election Commission be delegated to the City Clerk or an authorized assistant.

RESOLVED this 7th day of October 2025 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Dvoracek, Schulz, Lavender

Nays: None

Absent: Howard

Motion carried.

4. Public Comment

5. Adjourn

Clerk Dvoracek adjourned the meeting at 9:08 a.m.

Sarah J. Dvoracek City Clerk

Charlevoix Election Commission

New Business

Title: Consolidation of Election Precincts for May 5, 2026 Special Election

Date: February 10, 2026

Presented By: Sarah Dvoracek, City Clerk

Background:

CHAR-EM and Charlevoix Public Schools Millage Proposals will be the only two proposals on the May 5, 2026 ballot. Historically, when the City has a school election, voter turnout is low. Voters will still vote at City Hall and the only difference is that there will only be one tabulator and one ballot style.

Recommendation:

Motion approve Resolution No. 2026-02-01 approving the consolidation of election precincts 1018, 2019, and 3020 for the May 5, 2026 Special Election.

Attachments:

1.	Resolution 2026.02.01 Consolidation of Election Precincts
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The Charlevoix City Election Commission met on Tuesday, February 10, 2026. Member Howard was absent. The following is an excerpt from the official records of said meeting.

Motion by XXX, seconded by XXX to approve Resolution No. 2026-02-01 approving the consolidation of election precincts 1018, 2019, and 3020 for the May 5, 2026 Special Election.

**CITY OF CHARLEVOIX ELECTION COMMISSION
RESOLUTION NO. 2026-02-01
CONSOLIDATION OF ELECTION PRECINCTS**

WHEREAS, the Michigan Election Law P.A. 116 of 1954 allows for the consolidation of election precincts, and;

WHEREAS, the election to be held on May 5, 2026 does not exceed 5,000 registered voters in accordance with MCL 168.659 and;

AND WHEREAS, the registered voters who are in Ward 1-Precinct 1018 has 758 registered voters; Ward 2-Precinct 2019 has 727 registered voters, and Ward 3-Precinct 3020 has 692 registered voters for a total of 2,177 combined registered voters.

NOW, THEREFORE BE IT RESOLVED that the City of Charlevoix will combine Precincts 1018, 2019, and 3020 for the May 5, 2026, Special Election and will hold the election precinct in its normal polling place, the Charlevoix City Hall located at 210 State Street, Charlevoix, MI 49720.

RESOLVED this A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays: None

Absent: Howard

Motion carried.

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2026-02-01 adopted by the City Election Commission of the City of Charlevoix, County of Charlevoix, State of Michigan, at a special meeting held on February 10, 2026 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 02/10/2026

Sarah J. Dvoracek, City Clerk

Charlevoix Election Commission

New Business

Title: Motion to approve the Clerk to approve the minutes, according to *Roberts Rules of Order*

Date: February 10, 2026

Presented By:

Background:

Recommendation:

Attachments:

None